



## **IMPORTANT TEXTBOOK INFORMATION**

Students are responsible for the care of each textbook issued to them. Damages or loss of a textbook/novel should be reported immediately. There are fines for damages and loss of books. A new book will not be issued if the student has more than one lost book until the fines are paid.

Upon receiving textbooks:

1. Inspect the text for damages and **report to the teacher or the librarian.**
2. **Cover the book with paper only.** No cloth covers, tape, glue, or adhere covers so that the book is damaged. **Do Not Tape Book Cover to the Book.**
3. Students will be held responsible for any marks or damages to the book during the school year. It is important to keep the textbook in the condition it was handed to you.
4. A minimum fine of \$5 is required for damaged books that cannot be corrected, \$20.00 if the spine is broken, and full amount if book is lost. Prices may vary.
5. A replacement fee of \$5.00 is required for lost novel workbooks.

For the **entire semester/year**, care for each textbook in the following ways:

1. Keep a cover on the book throughout the year, paper covers only.
2. Keep pages free of pencil or other marks.
3. Do not write in the text unless told by the teacher.
4. Report any damages to the librarian for repair.
  - Do not attempt to repair loose or torn pages yourself.
  - **Report water damages immediately!** IF the book gets wet, fan pages and keep book upright to dry pages. A wet book left unattended may develop mold, or pages may stick together.
  - If a textbook is deemed unusable or is lost, there will be a replacement fine.
5. For lost textbooks, check first with the librarian in the lost department. If your book is found there, a fine of .50 ¢ is required for losing the book, if the textbook is found without a book cover; an additional fine of .50¢ may apply. Depending on availability a book cover may be given.

If a student disenrolled from a class or leaves the school, the books must be returned to the librarian. If all books and/or fines are not returned or taken care of, the student will not receive their official transcript.

# JICS LIBRARIES

Mon. - Thurs. Hours: 7:30 am 3:45 pm

Friday Hours 7:30 am 2:00 pm

## The Library is a Quiet Zone.

The James Irwin Charter School Library functions primarily as a quiet area in the schools where students do research, complete assignments, read, and study quietly. Teachers reserve library time during the day for specific classes needing computer and library resources.

The daily schedule allows a minimum time for extensive research and the student's approach to research must be specific and teacher approved. The outlined assignment is given to the librarian to assist individual students in their research from the books reserved by teachers and from accompanying web sites.

Since the JICS Library is a small beginning library, in addition to the school library resources, students are encouraged to use the public libraries for additional materials. These resources can complement needed references.

The computers in the library, whether used during lunch or study periods, are for class research projects and word processing only. **Students are not allowed to play games, surf the net (unless for a specific pre-approved class project) or use instant messenger while using the computers.** *Students may not be able to save files on JICS computers and it is recommended to save on a USB or some other means.*

### *Check-out and Return of borrowed books:*

- Books can be **checked-out** for a period of **2 weeks**.
- There is an **overdue fee of 10¢ per day, per book**.
- Books returned **damaged** are subject to a minimum repair fine of **\$5.00** (fee may be higher depending on the amount of damage).
- If the book is **lost or damaged beyond repair**, the fee charged is the **price of the book plus a \$5.00 restocking fee**.
- If a student loses a book, full payment of replacing the lost book is required.
- All books must be checked out before leaving the library.
- Students are encouraged to utilize the library facility for study, research, test make ups, reading, or just spending quiet time.
- During school hours students must have a pass from their teacher before entering the library.
- The librarian must be present for students to be allowed in the library.
- Students must have a computer agreement on file before computer usage is allowed.
- Computers are for research purposes only. No games or e-mail.
- Students are not allowed to use their phones or any other electronic device during study time in the library, including lunch times.
- No food is allowed in the library and only sealable drink bottles may be used.